

**Lunenburg Council on Aging
Meeting Minutes
August 12, 2014**

Minutes Approved at the 10/14/2014 COA Meeting

CALL TO ORDER: Chairperson Pete Lincoln called the meeting to order at 9:30AM.

Present: Pete Lincoln (Chairperson), Deb Seeley (Vice-Chairperson), Doreen Noble (Director), Judy Tarbell, Debbie Lincoln, Betty DiGiacomo, Kevin McNally & Sue Doherty (Admin. Asst.)

Excused: Jennifer Ayers

Guests: Connie O'Dea & Sarah Grant

ANNOUNCEMENTS: None

CURRENT BUSINESS

1. **COA General Orientation/Discussion:** Mr. Lincoln began orientation discussion with the COA board members touching on the following items:

- There are still 4 more spots to be filled on the COA board
- Meeting procedures concerning monthly dates & rescheduling of cancelled meetings
- Term limits
- Quorum requirements
- Mission Statement
- Meeting attendance

Also discussed were individual COA board member responsibilities which included:

- Members maintaining a commitment to the mission
- Attending all board meetings and participating in senior center programs
- Preparing for meetings by reviewing the agenda and reading all material sent out
- Knowing the issues and being prepared to ask questions
- Voting and not being reluctant to dissent if opposed
- Understanding the budget
- Participating in Task Groups (formerly known as sub-committees)

Mr. Lincoln suggested eliminating the following:

- Board Development Task Group
- Finance Task Group
- Director Evaluation Task Group
- COA Policies (formerly Bylaw) Task Group

While Keeping/Adding:

- Advocacy Task Group
- Public Relations Task Group
- Communication Task Person for board members, staff, & clientele

- Keeping informed
- Supporting the board and director
- Enhancing the organization's public image by being an ambassador to the community
- Advocating on behalf of the elders in the community

2. **Director's Report:** Ms. Noble prepared a report for the board which explained the following:

- What is the Council on Aging
- Who are the Supporters of the Eagle House Inc.
- Who are the Friendly Seniors
- What outside organizations use the Eagle House Senior Center for meetings/functions
- FY15 COA Budget Overview (including Formula Grant, salaries & other sources of funding)

Mr. Lincoln suggested that it would be helpful to the board if Ms. Noble could prepare a quarterly budget report for review.

Also included in the Director's report was:

- The FY15 Formula Grant has been completed and mailed
- The Director will begin working on the COA portion of the Lunenburg Town Report soon
- Annual Report for Executive Office of Elder Affairs is being prepared and is due by 9/1/2014
- The Director will be attending the Massachusetts Councils on Aging (MCOA) conference in October
- The Director has paid the fee to begin taking the MCOA Staff Certification which will take 2-3 years to complete
- September is National Senior Center Month and the Eagle House has several events planned to commemorate this occasion
- A Senior Health & Fitness Expo has been planned for 10/1/14 which was developed by Outreach Coordinator Faith Anderson with help from Karen Godin
- The Director will be on vacation from 8/25/14 – 9/2/14
- The “Rebekah’s” who are affiliated with the “Odd Fellows” have donated a cherry tree, which was planted in the back recreation area, in memory of long time Eagle House volunteer Marion J. Brandt
- Board members were reminded that their help at the Volunteer Recognition Ceremony to be held on 8/19/14 would be needed

MINUTES APPROVAL: Ms. Seeley moved to accept the July 8, 2014 COA minutes. Ms. Tarbell seconded.
On vote, motion carried unanimously.

NOTICES & COMMUNICATIONS:

An informational flyer was received concerning a program being held at the Fitchburg Senior Center called Adult Matters which will be held every Tuesday evening and is being facilitated by Valley Stream Rehab.

Notice was received from the Executive Office of Elder Affairs concerning COA Board Training to be held at the Groton Senior Center on 10/17/14.

Mr. Lincoln commented to say that attendance was not mandatory but if new board members wanted to go they were more than welcome to attend.

BOARD COMMENT

Ms. Seeley informed the board that while she travels she enjoys going to different senior centers and compares their activities to Lunenburg’s.

Mr. Lincoln added that in his travels he too has visited many senior centers and finds that the Eagle House rates right up at the top with the best of them.

Mr. Lincoln requested that Ms. Noble invite our local Legislatures to a future COA meeting perhaps in November.

Mr. McNally voiced his frustration with his belief that the people in the town, who have paid their taxes the longest, are the ones who are neglected.

PUBLIC COMMENT None

ADJOURNMENT

Being no further business, Ms. Lincoln moved to adjourn the COA meeting. Ms. Di’Giacomo seconded.

On vote, motion carried unanimously

Meeting adjourned at 10:58AM

UPCOMING MEETING SCHEDULE

September 9, 2014

Respectfully Submitted

Susan Doherty, Administrative Assistant

Lunenburg Council on Aging